

New! Online Program Enrollment Instructions - 2008

This instruction manual is available on the ADE website in the Enrollment Reporting Services Section at:
<http://www.ade.az.gov/cte/EnrollRptgSvcs.asp> under the title of **New! Online Program Enrollment Instructions - 2008**. These instructions will walk the report preparer step-by-step through the process to enter and submit program enrollment data.

Follow the instructions below to get into the online system:

Go to the ADE website: <http://www.ade.az.gov>

Click on **Programs**

Click on **Career & Technical Education**

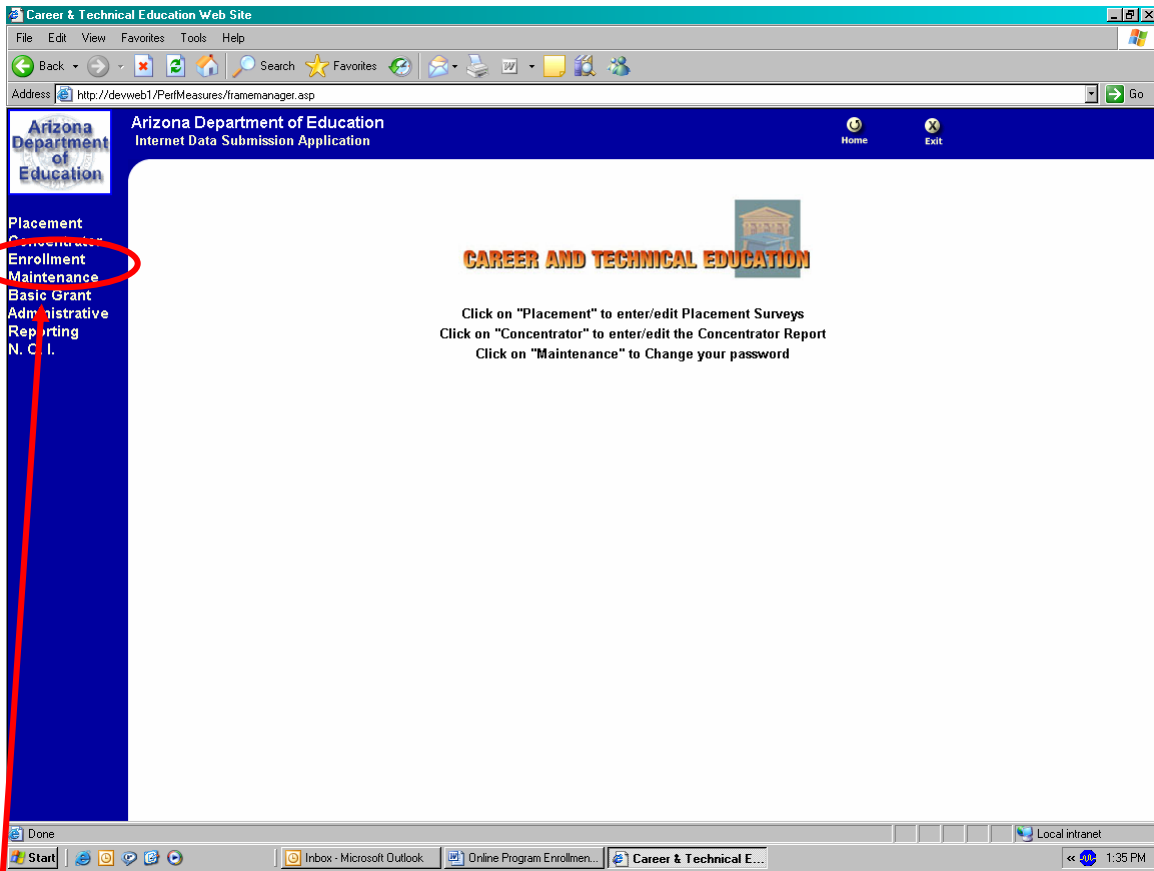
Click on **Enrollment Reporting Services**

Click on **Concentrator and Placement Report Online System**

OR

go directly to: <http://www.ade.az.gov/PerfMeasures/splash.asp>

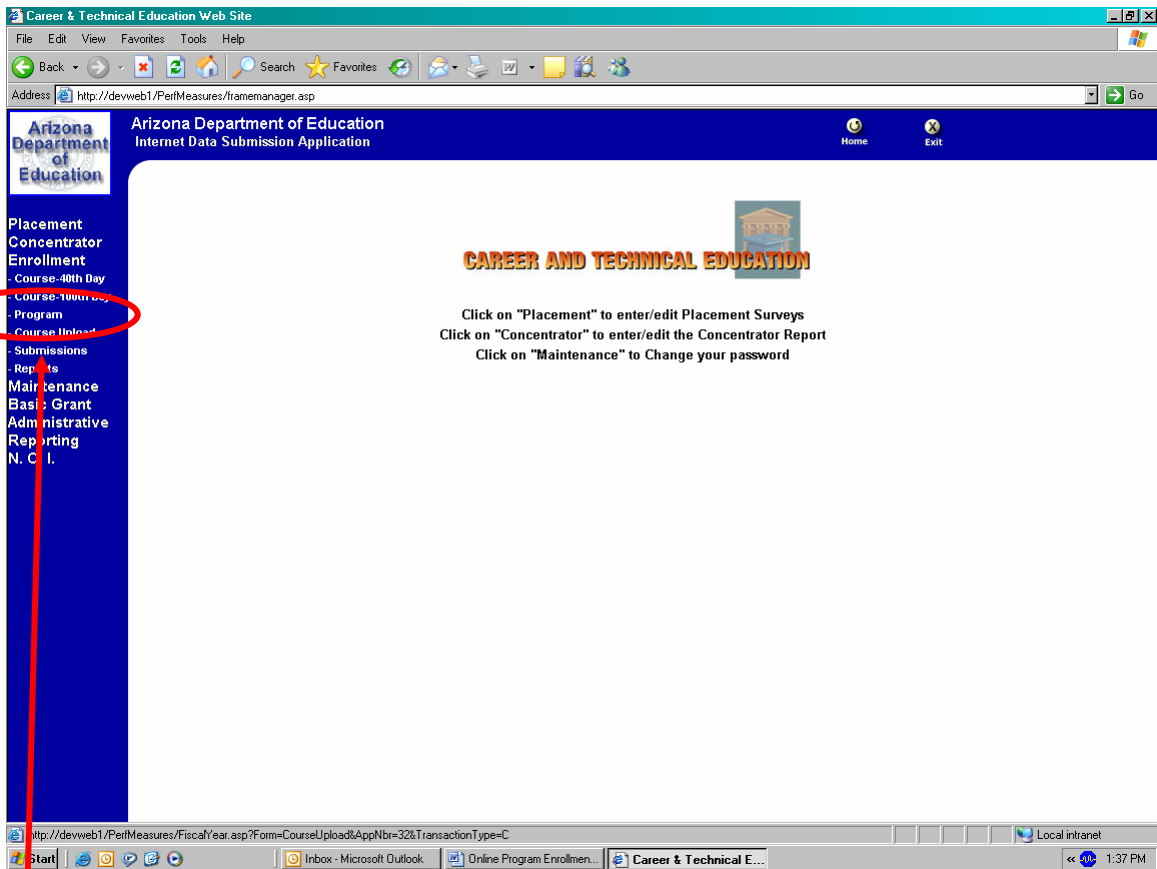
Click on **LOGIN** (use the same user ID and password the district uses to enter Performance Measures). If the district does not have this information please contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.



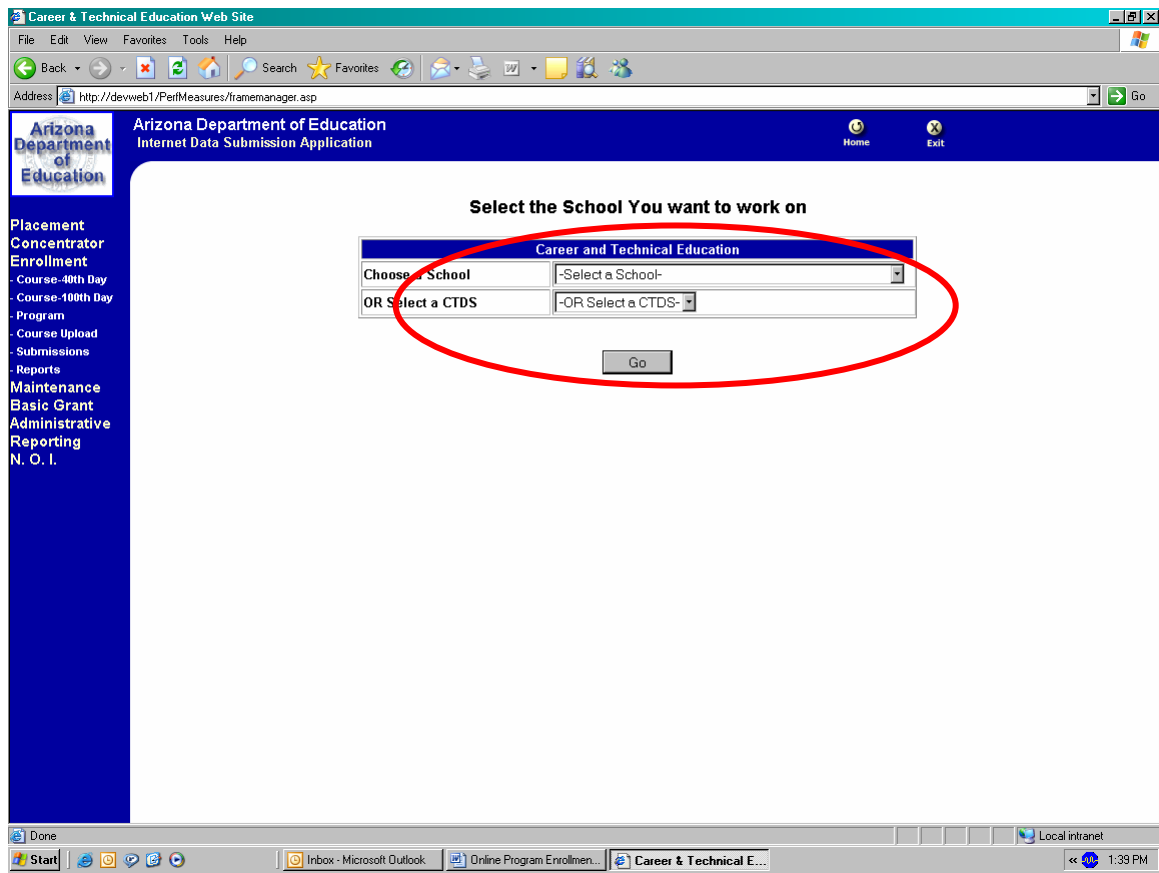
This option is available on the Performance Measures website (online system). It has been developed for your convenience so that you can add FY2008 Program Enrollment records online. We will only accept FY2008 Program Enrollment records submitted to ADE CTE using the online system or in a text file attachment*. The text file needs to be an email attachment sent to CTE at: CTEDataCollection@azed.gov.

*The text file format is located at: <http://www.ade.az.gov/cte/GrantsMIS/filelayout/>

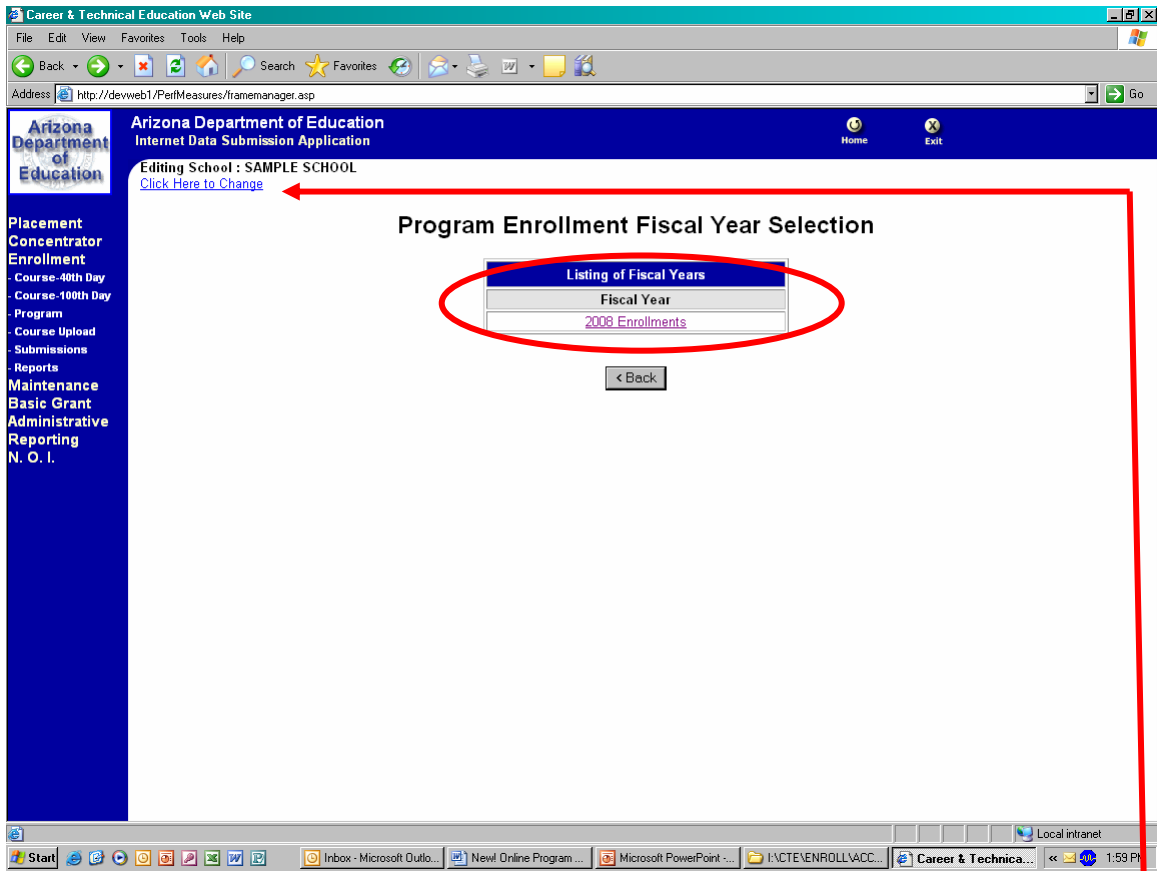
To add a new Program Enrollment record for FY2008, click on [Enrollment](#).



Click on [Program](#).



Select the [School](#) or [CTDS number](#) by clicking on the drop-down arrows then click on [Go](#).



Click on [2008 Enrollments](#) to add, modify or delete records. You can also select another school in your district by using the [Click Here to Change](#) link.

After the district submits program enrollment data and notification to process is received, the district will receive a verification report and signature pages. All valid and invalid records will appear on the district Program Enrollment (VOCI 25) report. Valid records have been recorded on your district's Program Enrollment Master Print Report (VOCI 26). Invalid records have not been recorded to your district's Program Enrollment Master Print Report (VOCI 26) and must be corrected and re-submitted.

Career & Technical Education Web Site

File Edit View Favorites Tools Help

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Address: http://devweb1/PerfMeasures/frameManager.asp

Go

Arizona Department of Education

Arizona Department of Education
Internet Data Submission Application

Home Exit

2008 Program Enrollment Forms Original Submission

Please use the most current browsers available - Internet Explorer 6 or higher or Netscape 8 or higher

To add new Program Enrollment data, click on the blinking " + Add New Record", select the Program Number and click Submit to proceed to the next screen to enter your enrollment data.

To change a record that is already added, click Modify. (If you click on Modify but do not change the record, click the Back button at the bottom of the screen, not the Submit button). You can modify any field except the 6-digit Program field. To change the Program field, you must delete the existing record and then add a new record.

To delete a record that has been added, click Delete.

No changes can be made to the Tech Prep field. The Tech Prep field for this Program will be set to the 2007 value.

When the Program Enrollment information is complete, the current date will appear in the Updated box.

After all Program Enrollment records are complete and ready to process, you MUST notify Career and Technical Education by sending an email to: CTEDataCollection@azed.gov, stating that your data is complete and ready to process. Please include the name of the district/school(s) that you are reporting.

Method: CP = Career Preparation course

Enrollments for 12-34-56-001 - SAMPLE SCHOOL				
Program	Program Total	Method	Action	Updated
010100	1	CP	View Modify Delete	5/17/2007

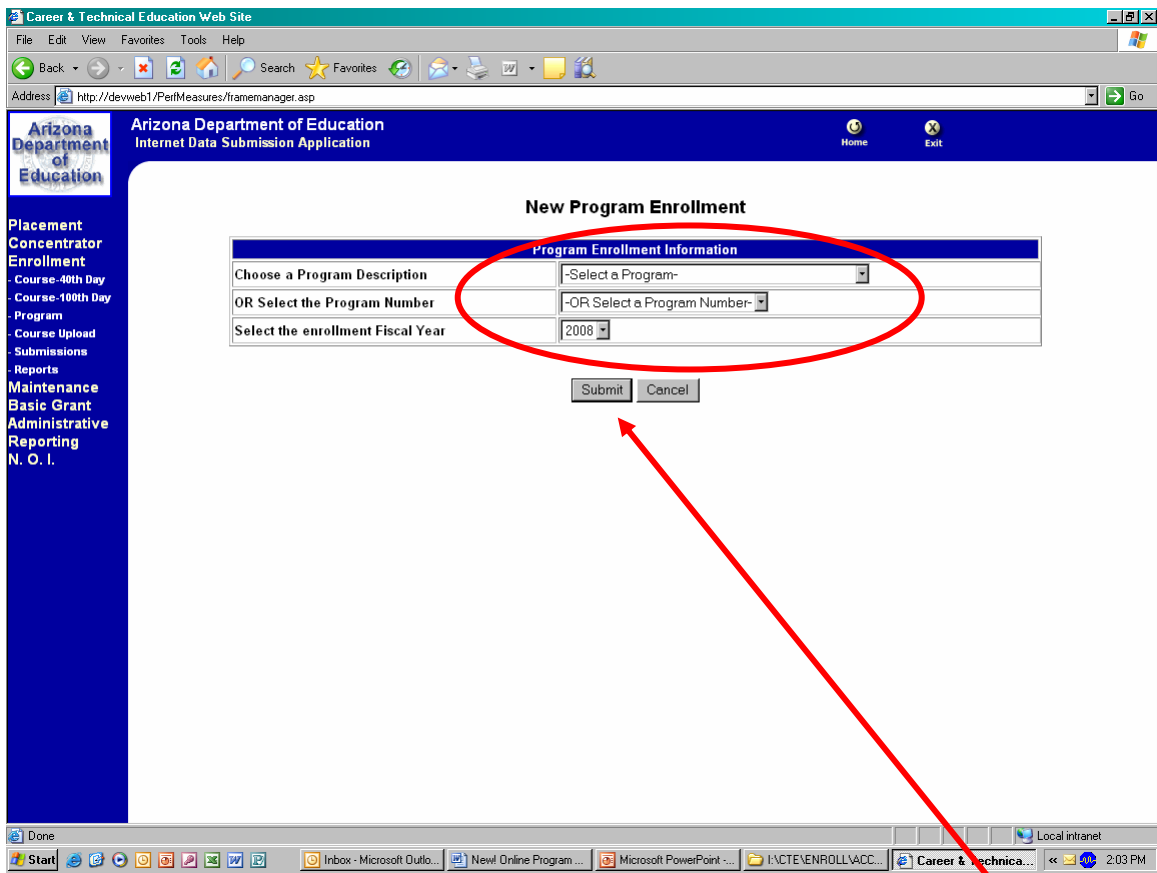
[Click here to get a detailed report](#)

[Back](#)

Start | Inbox - Microsoft Outlo... | New Online Program ... | Microsoft PowerPoint ... | I:\CTE\ENROLLVACC... | Career & Technica... | Local intranet | 1:58 PM

To add Program Enrollment records, click on the flashing red/yellow [Add New Record](#).

In FY2008 all programs may be required to report under the New Delivery System (Career Prep).



Select a [Program Name](#) or [Program Number](#) and click on [Submit](#).

The Fiscal Year is set to 2008.

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address http://devweb1/PerfMeasures/frameManager.asp

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**2008 Secondary CTE Program Enrollment
NEW Delivery System – Career Preparation**

Placement
Concentrator
Enrollment
Course-40th Day
Course-100th Day
Program
Course Upload
Submissions
Reports
Maintenance
Basic Grant
Administrative
Reporting
N. O. I.

Program Enrollment Information		
CTDS	School Name	Fiscal Year
12-34-56-001	SAMPLE SCHOOL	2008
Program	Description	
010100	Agricultural Business Management - Agriscience	

Enrollment Count by Grade			
Grade 09	<input type="text" value="0"/>	Grade 10	<input type="text" value="0"/>
Grade 11	<input type="text" value="0"/>	Grade 12	<input type="text" value="0"/>

Enrollment Count by Gender			
Male	<input type="text" value="0"/>	Female	<input type="text" value="0"/>

Enrollment Count by Ethnic Group and Gender					
	Male	Female		Male	Female
White	<input type="text" value="0"/>	<input type="text" value="0"/>	Indian	<input type="text" value="0"/>	<input type="text" value="0"/>
Black	<input type="text" value="0"/>	<input type="text" value="0"/>	Asian	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>			

Enrollment Count for Special Populations and Gender					
	Male	Female		Male	Female
Disabled	<input type="text" value="0"/>	<input type="text" value="0"/>	LEP	<input type="text" value="0"/>	<input type="text" value="0"/>
Economic Disadvantaged	<input type="text" value="0"/>	<input type="text" value="0"/>	Single Parent	<input type="text" value="0"/>	<input type="text" value="0"/>

You must hit the **Submit** button to save any changes made

Submit Cancel

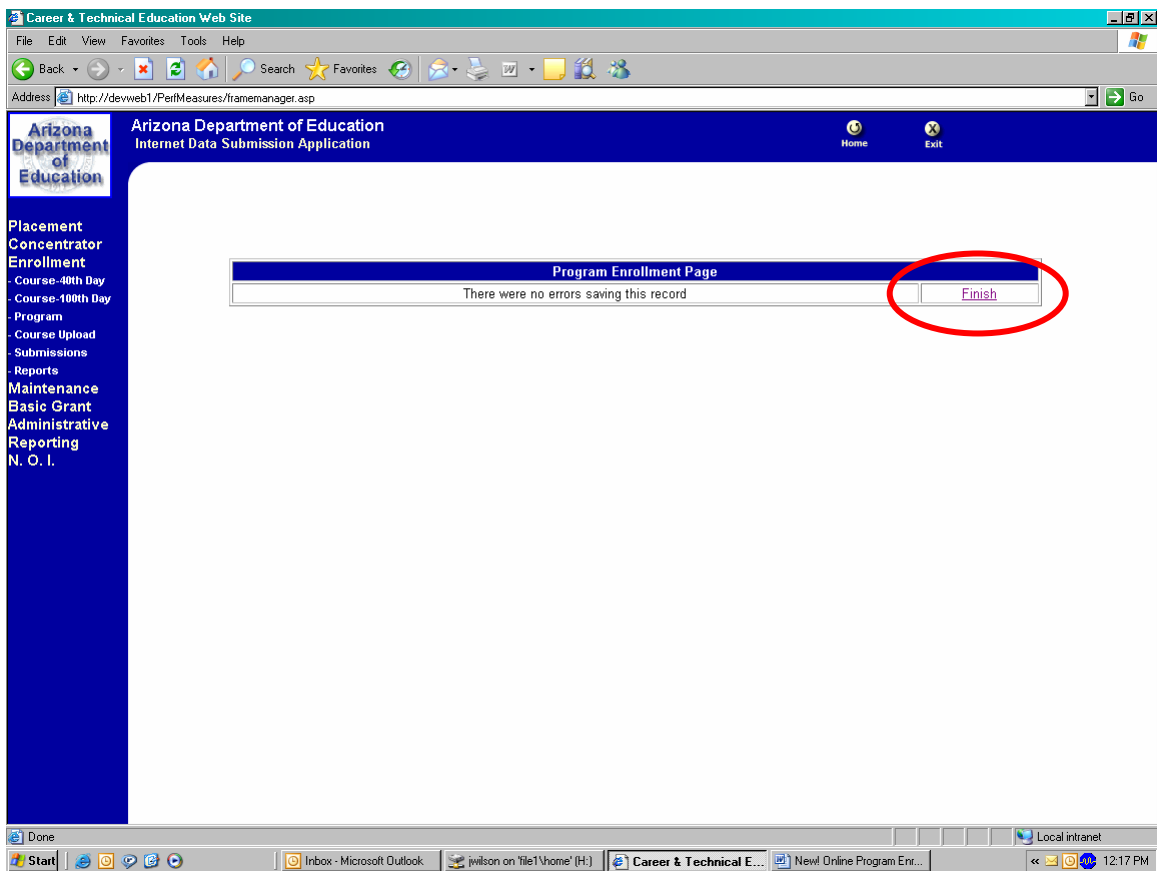
Done

Start | Inbox - Microsoft Outlo... | New! Online Program... | Microsoft PowerPoint... | I:\CTE\ENROLL\ACC... | Career & Technica... | 2:04 PM

Enter your Program Enrollment counts.

Enter the Program Enrollment Counts by [Grade](#) and [Gender](#), the total of the Program Enrollment Counts by Grade must equal the total of the Program Enrollment Counts by Gender (you will receive an error message if they do not match). Enter Program Enrollment Counts by [Ethnic Group and Gender](#) and [Special Populations and Gender](#).

Click on [Submit](#).



If there were no errors adding the record, this message will appear.

Click on [Finish](#) to go back to the Summary page for the school.

Career & Technical Education Web Site

File Edit View Favorites Tools Help

Address http://devweb1/PerfMeasures/frameManager.asp

Arizona Department of Education
Internet Data Submission Application

Home Exit

2008 Program Enrollment Forms Original Submission

Please use the most current browsers available - Internet Explorer 6 or higher or Netscape 8 or higher

To add new Program Enrollment data, click on the blinking " + Add New Record", select the Program Number and click Submit to proceed to the next screen to enter your enrollment data.

To change a record that is already added, click Modify. (If you click on Modify but do not change the record, click the Back button at the bottom of the screen, not the Submit button). You can modify any field except the 6-digit Program field. To change the Program field, you must delete the existing record and then add a new record.

To delete a record that has been added, click Delete.

No changes can be made to the Tech Prep field. The Tech Prep field for this Program will be set to the 2007 value.

When the Program Enrollment information is complete, the current date will appear in the Updated box.

After all Program Enrollment records are complete and ready to process, you MUST notify Career and Technical Education by sending an email to: CTEDDataCollection@azed.gov, stating that your data is complete and ready to process. Please include the name of the district/school(s) that you are reporting.

Method: CP = Career Preparation course

Enrollments for 12-34-56-001 - SAMPLE SCHOOL					+ Add New Record
Program	Program Total	Method	Action	Updated	
010100	1	CP	View Modify Delete	5/17/2007	

Click here to get a detailed report

< Back

Done

Start

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Local intranet

2:05 PM

To add more records for your school, click [Add New Record](#).

Arizona Department of Education
Internet Data Submission Application

2008 Program Enrollment Forms Original Submission

Please use the most current browsers available - Internet Explorer 6 or higher or Netscape 8 or higher

To add new Program Enrollment data, click on the blinking " + Add New Record", select the Program Number and click Submit to proceed to the next screen to enter your enrollment data.

To change a record that is already added, click Modify. (If you click on Modify but do not change the record, click the Back button at the bottom of the screen, not the Submit button). You can modify any field except the 6-digit Program field. To change the Program field, you must delete the existing record and then add a new record.

To delete a record that has been added, click Delete.

No changes can be made to the Tech Prep field. The Tech Prep field for this Program will be set to the 2007 value.

When the Program Enrollment information is complete, the current date will appear in the Updated box.

After all Program Enrollment records are complete and ready to process, you MUST notify Career and Technical Education by sending an email to: CTEDDataCollection@azed.gov, stating that your data is complete and ready to process. Please include the name of the district/school(s) that you are reporting.

Method: CP = Career Preparation course

Enrollments for 12-34-56-001 - SAMPLE SCHOOL						+ Add New Record
Program	Program Total	Method	Action			Updated
010100	1	CP	View	Modify	Delete	5/17/2007

[Click here to get a detailed report](#)

< Back

When you are finished adding all your Program Enrollment records, you may click on [Click here to get a detailed report](#) for your records. After you review the report, you may add more records or view, modify or delete existing records. You can change an existing record by clicking on [Modify](#), or delete an existing record by clicking on [Delete](#). You cannot [modify](#) a [program number](#), if you need to change a program number you will need to [delete](#) the record and [add](#) the correct record. If you delete the record, it is gone from our database. If you modify the record, it is modified in our database. You may continue adding, modifying, deleting or viewing records using the online system until your report is correct.

When you have completed entering your data, you MUST send an email notification, including your district name to: CTEDDataCollection@azed.gov, stating your Program Enrollment is complete and ready to process. When CTE MIS staff receives the notification email, we will process your data and mail the district Program Enrollment report (VOCI 25) for verification purposes and signature/s.

New! Online Program Enrollment Verification Instructions - 2008

This instruction manual is available on the ADE website in the Enrollment Reporting Services Section at:

<http://www.ade.az.gov/cte/EnrollRptgSvc.asp> under the title **New! Online Program Enrollment and Verification Instructions - 2008**. These instructions will walk the report preparer through the process to enter and submit program enrollment data.

Follow the instructions below to log into the system:

Go to the ADE website: <http://www.ade.az.gov>

Click on **Program**

Click on **Career & Technical Education**

Click on **Enrollment Reporting Services**

Click on **Concentrator and Placement Report Online System**

OR

go directly to: <http://www.ade.az.gov/PerfMeasures/splash.asp>

Click on **LOGIN** (use the same user ID and password the district uses to enter Performance Measures). If the district does not have this information please, contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.

Click on **Enrollment** (left side of screen)

Click on **Program**

Select the **School** by Name or CTDS with the drop down box. Click **Go**

Click on **2008 Enrollments** to open the report for the school chosen or select another school by clicking on **Click Here to Change**

Click on **Add New Record, View, Modify or Delete**

Select a **Program Name** or **Program Number** and click on **Submit** if adding a new record

Enter all data and click on **Submit**

If there are no errors adding the record click on **Finish**

The district verification packet contains the following report:

- **VOCI 25 Program Enrollment Verification Report**

Records listed on the VOCI 25 contain correct data recorded on the Program Enrollment Master Print Report VOCI 26 file and errors **NOT** recorded on the Program Enrollment Master Print Report VOCI 26 file until the errors are corrected and resubmitted.

2008 Program Enrollment Forms Records submitted Via the Website

This form is used to add, modify or delete district records during the verification period. Select the record by identifying the Program and Program Total.

NOTE: If records were **NOT** submitted using the online system, refer to text file submission instructions.

Corrections on the VOCI 25 Report

If a **Program Number** needs to be corrected, you will need to **Delete** the record and **Add** a new record with the correct information.

Delete Record

1. Select the record by identifying the Program and Program Total.
2. Click **View** to verify the record to be deleted.
3. Click on **Back**
4. Locate the record on the form. Click **Delete**
5. The system will ask to Confirm Delete. Click **Yes**
6. This message will appear - Program Enrollment Page "The program enrollment record was deleted successfully". Click **Finish**.
7. The record will no longer appear on the form. **Records deleted via the online system will not appear on your VOCI 25 or VOCI 26 reports – they have been deleted from our database.**

Add Record

1. Click on the blinking **+ Add New Record**
2. Select the new Program description by title or Program number **Click Submit**
3. Enter in Enrollment Count by Grade - **Tab**
4. Enter Enrollment Count by Ethnic Group and Gender - **Tab**
5. Enter Enrollment Count for Special Populations and Gender - **Tab**
6. Click on **Submit**
7. If no errors are detected, this message will appear - "There are no errors saving this record". Click **Finish**
8. The report screen for this School will appear.
9. To **Add** another record – **Repeat steps 1-7**

Modify Record:

1. Select the record by identifying the Program and Program Total.
2. Click **Modify**
3. Make the necessary changes to the Enrollment Information, Enrollment Count by Ethnic Group and Gender, Enrollment Count for Special Populations and Gender – Click on **Submit**

4. If no errors are detected, this message will appear -“There are no errors saving this record”. Click on **Finish**
5. The report screen for this school will appear.

When all program enrollment corrections and/or changes have been entered, you must send an email notification, stating the data is complete and ready to process, include your school/s or district name, to:

CTEDataCollection@azed.gov. Please keep in mind this email will be used to show that the district report was submitted on time. Also, the VOCI 25 report **Signature page** will need to be mailed to ADE with the authorized signatures by the due date.

2008 Program Enrollment Form Records submitted by Email Attachment (ASCII Text)

The district verification packet contains the following report:

- **VOCI 25 Program Enrollment Verification Report**

Records listed on the VOCI 25 contain correct data recorded on the Program Enrollment Master Print Report VOCI 26 file and errors NOT recorded on the Program Enrollment Master Print Report VOCI 26 file until the errors are corrected and resubmitted.

Please review ALL reports to determine the corrections needed to be made.

Corrections may be submitted by one of the following:

Option 1

All corrections can be submitted in an ASCII text file. The EDP Data file text format is located at the following website:

<http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp>

Option 2

You can submit **ADD** records via the online system; however Change/Modify and Delete records will need to be submitted on the EDP Data file text format located at the following website:

<http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp>

When all program enrollment data has been entered in a text file, **you must send an email notification with the text file attachment, stating the data is complete and ready to be processed, include your school/s and district name, to: CTEDataCollection@azed.gov**. Please keep in mind that this email will be used to show that your data was submitted on time. Also, the VOCI 25 report **Signature page(s)** will need to be mailed to ADE with the authorized signatures by the due date.

Text Format Corrections for the VOCI 25 Report

When reviewing your data if you discover changes that need to be made to a program number you will need to **DELETE** the record and **ADD** a new record with the correct information.

Note: Unduplicated student counts

Each student may only be counted in one program, no matter how many programs they are enrolled in. Within each program, each student may only be counted in one ethnic category and in one special populations category.

Delete a record (text format)

Make sure you have the correct character length for each element. This is located on the EDP Data file description at:

<http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp>

1. Transaction code will be "D" for Delete
2. Key the District number
3. Key the School number
4. Key the Program number

Example:

D020301003521200

Add a record (text format)

Make sure you have the correct character length for each element. This is located on the EDP Data file description at:

<http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp>

1. Transaction code will be "A" for Add
2. Key the District number
3. Key the School number
4. Key the Program number
5. Space (blank) – No longer necessary to key the Tech Prep field
6. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
7. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
8. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
9. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
10. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
11. Key the Female count (if not applicable you will need to add spaces or enter zeroes)
12. Key the White Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)

Change a record (text format)

Make sure you have the correct character length for each element. This is located on the EDP Data file description at:

<http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp>

1. Transaction code will be "C" for Change
2. Key the District number
3. Key the School number
4. Key the Program number
5. Space (blank) – No longer necessary to key the Tech Prep field
6. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
7. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
8. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
9. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
10. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
11. Key the Female count (if not applicable you will need to add spaces or enter zeroes)
12. Key the White Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
13. Key the White Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
14. Key the Black Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
15. Key the Black Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
16. Key the Hispanic Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Hispanic Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
18. Key the American Indian Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
19. Key the American Indian Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
20. Key the Asian Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
21. Key the Asian Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)
22. Key the Handicapped Male enrollment Count (if not applicable you will need to add spaces or enter zeroes)
23. Key the Handicapped Female enrollment Count (if not applicable you will need to add spaces or enter zeroes)

- ### Example:

```
0010001000100010002000200020002000000000000000000000000000000000  
0010000000100000000000200000002000000000000000000000000000000004
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18